

# Assistant Site Manager Job Description



**Post Title:** Assistant Site Manager

**Responsible To:** Premises Manager

**Grade:** Scale OP7ii (plus JWC) Grade 8 £23,398 to £24,174

**Job Purpose:** To be responsible for the effective supervision, security and operation of the premises.

Hours of work will be a minimum of 37 per week (exclusive of meal breaks) and will operate on a shift pattern with standard shifts being 07:00 – 15:00, 14:30 – 22:30 and 16:00 – 22:30 (Saturday 08:30 – 16:00) Monday to Saturday. In addition, there will be a requirement to undertake overtime periodically on Sundays. Dependent on continuous service, holiday entitlement is from 25 days per year plus bank holidays.

## Key Tasks

1. Security of premises and key holding. Including out of hours callouts.
2. Ensuring the satisfactory heating of the premises and the economic use of fuel for heating purposes.
3. Monitoring of grounds and associated structures including the inspection of buildings from ground level, looking for early warning of problems with rainwater spouts, etc including any potential health and safety issues.
4. First aid cover.
5. Porterage duties.
6. Laying out, clearing and stacking furniture including making arrangements and preparing for Community and other after hours use.
7. General Handyperson duties.
8. Making arrangements for emergency maintenance outside normal office hours.
9. Reporting defects to the Premises Manager.

10. Simple electrical maintenance e.g. changing plugs, replacing bulbs or tubes and electrical appliance testing via a simple go/no go tester.
11. Cleaning of internal and external areas as required.
12. Clearing or prior treatment of pathways and steps with salt, grit and sand during periods of ice and snow to ensure safe access and egress to the site.
13. Awareness of fire safety and the ability to act as a fire warden.
14. Supervision of site cleaning staff.
15. Building maintenance tasks such as;
  - a) Checking (to a safe height) spouts and downspouts.
  - b) Minor maintenance of site fencing.
  - c) Fire alarm testing.
  - d) Emergency lighting testing.
  - e) Visual inspection of external doors and windows.
  - f) Visual inspection of fire fighting equipment.
16. Cleaning of specialist areas e.g. boiler rooms/store rooms/site workshop.
17. Painting and decorating as required.
18. Liaise with contractors and be available for duty, accepting responsibility during periods when contractors and suppliers need to be on site.
19. Monitoring standards of internal cleanliness of buildings by reference to cleaning specification; reporting unacceptable cleaning standards to the Premises Manager.
20. Be responsible for and supervising lettings, ensuring that equipment is set out and cleared away and that the buildings are secure.
21. Contribution to planning and implementing of site development and improvement.
22. Attend meetings with staff and governors as required.
23. Other duties in support of the school as decided by the Premises Manager.
24. Ability to work independently as required.

**April 2018**